



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097-13 - DPWH
3-04-02



MAR 04 2002

DEPARTMENT ORDER) SUBJECT : INTERNET ACCESS SERVICE IN THE
)
No. 72)
)
Series of 2002 (3-04-02)
)
X-X-X-X-X-X-X-X-X-X-X-X-X

In support to the continuing effort of the Department to empower its human resources, particularly in the optimization of available information technology resources for the improvement of manpower capabilities and in increasing organizational productivity, computers will be installed in the Central Library for Internet Access Service.

In order to regulate the use of said Internet Access Service in furtherance of the policies and procedures for the use of Information Technology (IT) resources, prescribed under Department Order No. 221, s. of 2000, the following guidelines, rules and regulations are hereby promulgated :

1. Only DPWH personnel are allowed to use the computers with Internet Access Service at the Central Library.
2. The Internet access service shall be available for research work only.
3. A user is allotted one hour usage only per day and on a first-come- first served basis.
4. Every user must accomplish properly the Request for an Internet Access Service form from the Central Library, which should bear the signature of the user's Division Chief or immediate supervisor and the Chief Librarian.
5. The user should strictly follow the rules and regulations for Internet access. Any violation thereof shall be made as a basis for denying future similar requests.

This Order shall take effect immediately.


SIMEON A. DATUMANONG
Secretary



**Department of Public Works and Highways
Central Library
Internet Access Service Form**
5th Flr. ICC Bldg. DPWH Port Area, Manila/Tel. No. 304-3282

NAME: _____

OFFICE: _____

DESIGNATION _____

DATE _____ TEL. NO. _____

PURPOSE _____

ACTION: (Please Check)

Approved

Disapproved : _____

Approved By: _____

DIVISION CHIEF

FOR THE USE OF THE CENTRAL LIBRARY ONLY:

DATE ACCESS: _____

TIME ACCESS: _____

START : _____ FINISHED : _____

ASSIGNED TERMINAL: _____

APPROVED: _____

CHIEF LIBRARIAN



**Department of Public Works and Highways
Central Library
Internet Access Service Form**
5th Flr. ICC Bldg. DPWH Port Area, Manila/Tel. No. 304-3282

NAME: _____

OFFICE: _____

DESIGNATION _____

DATE _____ TEL. NO. _____

PURPOSE _____

ACTION: (Please Check)

Approved

Disapproved : _____

Approved By: _____

DIVISION CHIEF

FOR THE USE OF THE CENTRAL LIBRARY ONLY:

DATE ACCESS: _____

TIME ACCESS: _____

START : _____ FINISHED : _____

ASSIGNED TERMINAL: _____

APPROVED: _____

CHIEF LIBRARIAN